



DEPARTMENT OF THE NAVY

CENTER FOR NAVAL AVIATION TECHNICAL TRAINING
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CENNAVAVNTECHTRAINST 1050.1A

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15 Sep 03

CENNAVAVNTECHTRA INSTRUCTION 1050.1A

Subj: MILITARY LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN 1050
(b) MCO P1050.3H
(c) DOD Directive 1327.5

Encl: (1) Leave/Special Liberty Request Chit Routing Chart
(2) Military Leave Control Flowchart

1. Purpose. To publish administrative procedures for processing leave and special liberty request chits for military personnel assigned to the Center for Naval Aviation Technical Training Staff (CENNAVAVNTECHTRA) (commonly referred to as CNATT) and its Training Sites.

2. Cancellation. NAMTRAGRUINST 1050.1R

3. Discussion. CNATT Directorate Heads, Training Site Commanding Officers, and Detachment Officers in Charge (OICs) are responsible for administering a leave and liberty program in compliance with pertinent portions of references (a) and (b) and reference (c), and one that maintains sufficient personnel onboard for effective operations. Enclosures (1) and (2) identify leave/special requests approval authority and flowcharts military leave process for CNATT staff respectively.

a. Normal military working hours for CNATT staff are 0730-1600, Monday-Friday, other than as set by national holidays, or as modified by the Commanding Officer.

b. Military leave may be granted, when service requirements permit, to the extent of earned leave plus 30 days advanced leave, not to exceed 60 days at one time. Normally, a single regular leave period will not exceed 14 days. Caution should be exercised with advancing leave to a member who cannot make up the leave during current enlistment. Doing so may result in charging service member for excess advanced leave upon reenlistment, extension of enlistment or separation/discharge.

4. Military Leave. Refer to MILPERSMAN articles listed below for specific military leave policies:

- 1050-010: Definition of Leave
- 1050-020: Entitlement to Leave
- 1050-030: Policy Concerning Granting Leave
- 1050-040: Leave for Military Personnel
- 1050-050: Hospitalization While on Leave
- 1050-060: Limitations on Earned Leave
- 1050-070: Special Leave Accrual
- 1050-080: Computation of Leave
- 1050-090: Leave: Day of Departure/Return
- 1050-100: Leave: Check-in/Check-out Procedures

5. Emergency Leave

a. Emergency leave may be granted at any time when circumstances warrant based on the judgment of the CO/OIC.

b. Navy policy does not require the use of the American Red Cross to verify all emergency leave situations. However, when the CO/OIC is uncertain of the validity of an emergency situation, verification assistance should be requested.

6. Liberty

a. **Regular Liberty** is a routinely authorized absence, at the end, of which, the member is actually on board or in the location from which the member regularly commutes to work, which lasts from the end of normal working hours on one day to the beginning of normal working hours the next working day. Except for public holiday weekends or public holidays specifically extended by the President, regular liberty periods will not exceed 3 days in length. [Refer to MILPERSMAN 1050-280.]

b. **Special Liberty** is liberty granted outside of regular liberty periods for unusual reasons. Special liberty will normally not exceed 3 days; under certain circumstances, 4-day special liberty may be authorized by the Commanding Officer. Special liberty of 3 to 4 days is intended as compensation. [Refer to MILPERSMAN 1050-280.]

NOTE:

Do not combine periods of Special Liberty with Regular Liberty in order to exceed restrictions regarding 3 and 4-day Special Liberty.

Do not combine Special Liberty with leave, at any time.

c. Reference (b) places specific restrictions on combining regular liberty with special liberty and special liberty with leave. [Refer to MILPERSMAN 1050-290.]

7. Leave Processing (CNATT only)

a. Submit leave requests as delineated by enclosure (1). The person requesting leave must ensure appropriate personnel authorized the leave request. Navy officer and enlisted personnel use NAVCOMPT 3065, (Leave Request Authorization) when requesting leave and NAVPERS 1336/3 (Special Request/Authorization) when requesting special liberty. Marine Corps officer and enlisted personnel use NAVPERS 1336/3 (Special Request/Authorization) when requesting leave and special liberty.

b. Navy and Marine Corps approved leave requests may be picked up from the Administrative Office no earlier than two working days prior to departing on leave. If approved leave is not taken, it is the member's responsibility to cancel leave prior to commencement and to inform the Administrative Office of any changes. (R)

c. Military check-in/out procedures

(1) Personnel departing/returning on/from leave will check out/in using one of the following methods:

- (a) During normal working hours:
 - In person with the Administrative Office
 - Send E-mail to the Admin mailbox (cnatt.admin@cnet.navy.mil)
- (b) Outside normal working hours:
 - By phoning the CNATT CDO cell phone (850) 426-2029.
 - Send E-mail to the Admin mailbox (cnatt.admin@cnet.navy.mil)

This process is necessary to ensure proper personnel accountability and command responsibility. NOTE: Individuals MUST be in the immediate geographic area of CNATT upon commencement and termination of leave by E-mail or telephone. (Immediate geographic area is defined as a person's daily commute to and from work.)

(2) When checking in/out by phone or E-mail, personnel will record time/date of departure/return in the appropriate block. (R)

(3) Personnel returning from leave MUST return their original leave paper, to the Administrative Office no later than the first normal working day following return from leave. Personnel are responsible for ensuring appropriate and accurate departure and return information is recorded on their leave papers. (R)

d. Unit/Detachment Personnel

(1) COs/OICs are authorized to take leave subject to approval of the Commanding Officer. If a CO/OIC wants to take leave, they must send E-mail to CNATT Executive Director not later than 1 day before departing on leave, indicating their estimated date of departure, estimated date of return, leave address, and telephone number.

(2) COs/OICs will control leave for their personnel.

8. Action. CNATT military personnel will utilize procedures outlined in enclosure (1) for routing leave and special liberty request chits. All special liberty request chits and leave requests recommended for disapproval must go to the Commanding Officer for determination.

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Distribution:
CENNAVAVNTECHTRA Staff
CENNAVAVNTECHTRA Training Sites

LEAVE/SPECIAL LIBERTY REQUEST ROUTING CHART

Read across for routing order as applicable. "*" Denotes approving official

Type of Request		Div Off	Dir. Head	CMC	Senior Watch Off	XD	CO	CDO	Remarks
Military Leave	Regular Leave (Officers)		2*		1	3*			Only officer O3 and below must be submitted via SWO. XD will approve all Director's leave.
	Regular Leave (Enlisted)	2	3*		1				Only E7 & E8 personnel must be submitted via SWO.
	Emergency Leave (During Working Hours) (Officers)		1*			2*			Approving Officer will notify CO, XD, CMC, Senior Watch Officer and Admin Officer as appropriate as soon as practical.
	Emergency Leave (During Working Hours) (Enlisted)	1	2*						Director will notify CO, XD, CMC, Senior Watch Officer and Admin Officer as appropriate as soon as practical.
	Emergency Leave (After Working Hours)(Officers & Enlisted)							1*	CDO will notify XD, CMC, Senior Watch Officer and Admin Officer the next working day. Officers should attempt to contact XD prior to notifying the CDO.
	Terminal/Separation Leave (Officer)		2		1	3*			Only Officers O3 and below must be submitted via SWO.
	Terminal/Separation Leave (Enlisted)	2	3	4	1	5*			Only E7 & E8 personnel must be submitted via SWO.
Military Special Liberty	Special Liberty (Officers)(1-3 days)		2*		1	3*			
	Special Liberty (1 Day) Enlisted)	2*	3*		1				
	Special Liberty (2 Day) (Enlisted)	2	3*		1				
	Special Liberty (3 Day) (Enlisted)	2	3		1	4*			
	Special Liberty (4 Day) (Officer/Enlisted)	2	3		1	4	5*		

Military Leave Control

